

BLS Curriculum Update Committee
Marriott West – Innsbrook Richmond, Virginia
May 7, 2008
10:00am

Members Present:	Members Absent:	Staff:	Others:
Linda Johnson-Chair Debbie Akers Pat Mercer Shaun Carpenter Jay Porter Diana “Cookie” Conrad Ray George	Rob Phillips Russell Barnes David Morris Theresa Kingsly-Excused Tracey Jarrett Carla Mann	Greg Neiman	Teresa Ashcraft

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
I. Welcome	The meeting was called to order at 10:55am	
II. Introductions	Members of the Committee and Guests introduced themselves	
III. Approval of Agenda	The Committee reviewed the DRAFT Agenda (Attached)	Approved by general consent
IV. Approval of Minutes	The Committee reviewed the Minutes of the February 21, 2008 meeting. (ATTACHMENT: A)	Approved by general consent
V. Discussion of DRAFT 3.0 of Education Standards	The Committee discussed the DRAFT 3.0 of the Education Standards. (www.nemses.org) Committee members will download and review the document and forward any comments to Greg Neiman no later than May 20, 2008	
VI. Discussion of Virginia Competency Based BLS Education Approval Policies and Procedures	The Committee discussed the document (ATTACHMENT: B). Due to the lateness of the hour, Committee Members were to review an electronic version and make recommendations by the next meeting.	

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
VII. Assignments for Next Meeting	Review 3.0 Education Standards Document and forward any comments to Greg Neiman NLT May 20, 2008 Greg Neiman will send an unprotected word version of the BLS Accreditation Document Review and make changes using track changes in word and return the electronic version to Greg Neiman NLT June 12, 2008	
VIII. Establish Next Meeting Date	Thursday, June 26, 2008 10:00am. Location TBA.	
IX. Adjourn	The meeting was adjourned at 2:00pm	

DRAFT

BLS Curriculum Update Committee
Wednesday, May 7, 2008 – 10:00am
Location: Marriott West - Richmond
Agenda

- I. Welcome
- II. Introductions
- III. Approval of Agenda
- IV. Approval of Minutes from February 21, 2008
- V. Discuss Draft 3.0 of Education Standards
- VI. Discuss Accreditation Document
- VII. Assignments for Next Meeting
- VIII. Establish Next Meeting Date
- IX. Adjourn

May 7, 2008 Minutes of the
BLS Curriculum Update Committee
ATTACHMENT: A

Approved February 21, 2008 Minutes of the
BLS Curriculum Update Committee

**BLS Curriculum Update Committee
Marriott West – Innsbrook Richmond, Virginia
February 21, 2008
10:00am**

Members Present:	Members Absent:	Staff:	Others:
Linda Johnson-Chair	Rob Phillips	Warren Short	
Debbie Akers	Russell Barnes	Greg Neiman	
Pat Mercer	David Morris	Chad Blosser	
Shaun Carpenter	Theresa Kingsly		
Tracey Jarrett	Ray George		
Carla Mann			
Jay Porter			
Diana “Cookie” Conrad			

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
I. Welcome	The meeting was called to order at 10:34am without a quorum	
II. Introductions	Members of the Committee and Guests introduced themselves	
DISCUSSION	The Committee reviewed the new Charge Statement Debbie Akers and Warren Short discussed the NAEMSE/NHTSA Stakeholders Meeting held in Washington D.C. on February 11 & 12, 2008	
	A quorum was declared at 11:00am.	
III. Approval of Agenda	The Committee reviewed the DRAFT Agenda. (Attached)	Motion By: Tracey Jarrett To: Approve the Agenda as presented Second By: Carla Mann Vote: Unanimously Approved
IV. Approval of Minutes	The Committee reviewed the Minutes of the November 27, 2007 meeting. (ATTACHMENT: A)	Motion By: Tracey Jarrett To: Approve the Minutes as presented

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
		Second By: Pat Mercer Vote: Unanimously Approved
V. Discussion of New Focus	The Committee reviewed the Revised Charge to the Committee (ATTACHMENT: B)	Motion by: Shaun Carpenter To Accept the revised Charge to the Committee Second by: Tracey Jarrett Vote: Unanimously Approved
VI. Review Draft 2.0 of Education Standards	Discussion continued on the events at the Stakeholders Meeting and the current Draft 2.0 of the Education Standards (http://www.nemsed.org/draft_standards/pdf/education_standards_document.pdf) DRAFT 3.0 should be available on April 8, 2008 The Committee also discussed Competency Based EMT-B Courses and the current Pilot Programs	
VII. Assignments for Next Meeting	1. Review the 2.0 DRAFT 2. Review the Accreditation Standards document and comment – Greg Neiman to send by e-mail.	
VIII. Establish Next Meeting Date	Tuesday, April 1, 2008 10am Wednesday, May 7, 2008 10am Friday, June 6, 2008 10am	
IX. Adjourn	The meeting was adjourned at 1:32pm	

BLS Curriculum Update Committee
Thursday, February 21, 2008 – 10:00am
Location: Marriott West - Richmond
Agenda

- I. Welcome
- II. Introductions
- III. Approval of Agenda
- IV. Approval of Minutes from November 27, 2007
- V. Discussion of new focus
- VI. Review Draft 2.0 of Education Standards
- VII. Assignments for Next Meeting
- VIII. Establish Next Meeting Date
- IX. Adjourn

**May 7, 2008 Minutes of the
BLS Curriculum Update Committee
ATTACHMENT: B**

**VIRGINIA COMPETENCY-BASED BASIC
LIFE SUPPORT EDUCATION APPROVAL
POLICIES AND PROCEDURES MANUAL**



VIRGINIA COMPETENCY-BASED BASIC LIFE SUPPORT EDUCATION APPROVAL POLICIES AND PROCEDURES

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8. SITE VISIT REPORT
9. ANNUAL REPORT
10. REQUIREMENTS FOR MAINTAINING APPROVAL

Office of Emergency Medical Services
Virginia Department of Health
James Madison Building Suite UB-55
109 Governor Street
Richmond, VA 23219

Telephone number: 804-864-7600
Fax number: 804-864-7580

I. INTRODUCTION

In compliance with 12 VAC 5-31, the Virginia Office of Emergency Medical Services (OEMS) has been delegated the authority by the State Board of Health to develop, implement and administer BLS programs in the Commonwealth.

The Educational Approval and Policies and Procedures set forth in this manual have been developed as an alternative to current Basic Life Support training policies and procedures. This approval process is voluntary for all Basic Life Support (BLS) education programs who wish to participate and conduct a competency-based BLS training program for personnel gaining certification as a BLS provider in the Commonwealth of Virginia. The purpose of this alternative approval program for BLS education programs is to ensure quality and consistent minimum standards in the delivery of these education programs on a statewide basis.

In an effort to achieve this, the primary goal established is to ensure that all Virginia BLS education programs meet the standards of quality outlined by the Office in this manual. A secondary goal established is to assist all existing and future BLS education programs conducted in Virginia in meeting the standards detailed in the regulations.

In an effort to best achieve the second goal, this manual has been developed to outline the procedures required to achieve State education program approval. It will assist education program administrators/coordinators in the preparation of information necessary to justify approval.

It is also important for BLS education programs to receive the recognition of their efforts in providing quality education and training for BLS providers in the Commonwealth. Being awarded approval signifies that the education program meets the high standards set forth by peers and EMS professionals across the State.

State accredited ALS education programs are approved to offer BLS courses and do not need to apply for BLS Competency-based Education Program Approval status.

II. APPLICATION PROCESS

1. An Application Form shall be provided by OEMS (Attachment A). The Application for BLS Competency-based Education Program Approval shall be completed in its entirety and submitted to the Office of Emergency Medical Services Division of Educational Development by one of the two designated deadlines.

Application Deadlines

1-A. Application for BLS Competency-based Education Program Approval shall be received at least six (6) months before the first competency-based course begins.

2. The completed Application for BLS Competency-based Education Program Approval with attachments must be submitted to:

Office of Emergency Medical Services
Virginia Department of Health
James Madison Building Suite UB-55
109 Governor Street
Richmond, VA 23219

Attn: Chad Blosser

3. BLS education programs accredited by the Commission on Approval of Allied Health Education Programs (CAAHEP) applying for Virginia approval shall submit the following documents:

3-1. A copy of the Site Visit Report submitted to the JRCEMT-P by CAAHEAP.

3-2. A copy of the letter awarding accreditation from the Joint Review Committee on Education Programs for the EMT-P (JRCEMT-P) must be attached.

3-3. Any portion of the Virginia BLS Competency-based Education Program Approval application that is not duplicated in the CAAHEP accreditation process.

4. The completed Application Form for BLS Competency-based Education Program Approval must be accompanied by two (2) attachments.

A. A cover letter, written on the agency/institution letterhead responsible for conducting/supporting the educational program, must be attached, requesting program approval. The letter must confirm continued support for the BLS Competency-based education program during the five-(5) year approval period.

B. Three (3) copies of the Self Assessment Document shall be attached to the Application for BLS Competency-based Education Program Approval.

5. A letter from OEMS acknowledging receipt of the Application for BLS Competency-based Education Program Approval shall be sent to the requesting agency/institution.

III. SELF ASSESSMENT STUDY DOCUMENT

1. The Self Assessment Study Document provides each BLS education program with an opportunity to assess their objectives and degree of compliance with BLS education approval program standards set forth in the Training Programs Administration Manual and 12 VAC 5-31. This evaluation should be comprehensive and clearly identify the program's strengths and limitations.
2. Each BLS education program is expected to complete the Self Assessment Study document accurately and thoroughly.
3. Completion of the Self Assessment Study Document should involve the entire program staff. This is to include but not limited to the program medical director, administrator/coordinator, administrative staff, faculty, students, and others in the health care delivery system involved in the educational program.
4. The Self Assessment Study document and attachments will be reviewed by OEMS and if the program appears to be in compliance with standards, a site visit will be scheduled.
5. The format for the Self Assessment Study is depicted in Attachment B.

A. Content of Self Assessment Study Document

1. Begin with an overview of BLS education program to include a brief statement regarding the development of program, target students, and communities of interest served by the BLS providers. Also addressed should be any special considerations impacting program delivery such as financial constraints, availability of clinical facilities, etc. This portion should not exceed two (2) pages in length.
2. Identify agencies/institutions responsible for the oversight of the BLS education program.
3. Each BLS education program shall have a written statement of the program's goals, consistent with the sponsoring agency/institution's mission statement and the needs of the community. They shall serve as a guide for developing, implementing, and evaluating the educational program. A copy of the program's goals should be included in the self-assessment study document.
4. The BLS education program shall have defined the educational objectives and competencies for each program delivered [FR or EMTB]. The objectives shall evolve from the program goals and shall be clearly stated, measurable, and attainable. They shall serve as the foundation for developing, implementing, and evaluating the educational program and shall identify the expected competencies of students completing the program. Objectives are divided into the three domains in education: cognitive, psychomotor and affective. The curricula, as approved by OEMS, should be referenced in the self assessment study document.
5. BLS education programs are delivered utilizing a variety of schedules to meet the needs of the student population served and the agency/institution. A copy of the course syllabus for each different program i.e. FR and EMTB shall be attached to the self assessment study document.
6. Resource availability is a crucial part of any BLS education program. These resources include administrative personnel, financial support, faculty, teaching facilities, and available clinical and field experiences. Medical guidance of the program is an essential component. The Self Assessment Study Document should contain the following

information/attachments for the programs resources.

A. Organization of Personnel

- A-1. Attach a copy of the organizational chart that shows the relationship among students, faculty, medical director, program coordinator and other personnel for each course (which shall demonstrate the relationship of the program and it's staff to the sponsoring agency/organization.) The lines of authority, responsibility and communications shall be clearly indicated.
- A-2. Program job titles, all full-time, part-time and volunteer positions, shall be included with a position description of each. The names of individuals holding these job titles shall also be listed when available.

B. Medical Director

Each program shall have a Medical Director who shall oversee the educational content and field internship experiences of the program. He/She shall ensure the content and the quality meet required standards.

- B-1. Attach the medical director's job description or listing of duties and responsibilities
- B-2. Describe the role the medical director plays in the BLS education program.
- B-3. Include a schedule representative of the medical director's participation in the program
- B-4. Describe how the medical director ensures attainment of required competencies by each student
- B-5. Include a copy of the medical director's curriculum vitae

C. Program Coordinator

Each BLS education program shall have a program coordinator to manage the overall aspects of the BLS education program.

- C-1. The program coordinator ensures the success of the educational program. He/She is responsible for the organization, administration, evaluation, continued development and effectiveness of the educational program.
- C-2. Attach a copy of the program coordinator's curriculum vitae which substantiates that the individual has at least 2 years experience instructing and evaluating EMTB/FR students, experience with administration of educational programs, EMT-Instructor certification or equivalent/greater and adequate academic preparation and experience for the position. The coordinator shall also have knowledge of 12 VAC5-31 and the Training Program Administration Manual as provided by OEMS. The individual should demonstrate a knowledge and experience of the issues currently impacting the prehospital care provider.

E. EMT-B Instructors

E-1. Each EMT-B course shall be taught by an EMT-B certified instructor, or a probationary instructor under the supervision of an EMT-B instructor, who has met the requirements in 12 VAC 5-31. Include a copy of the EMT-B instructor(s) approval and/or documentation attesting to the fact from the coordinator and/or medical director that all instructors are appropriately credentialed to instruct.

E-2. Field Training Coach

- ◇ The field training coach shall have documented certification or licensure for at least 2 years to perform the skills, preceptor education, experience and privileges for the field and clinical skills being supervised and evaluated.
(One (1) student to six (6) instructors ratio shall be the goal for education programs)

F. Financial Support Sources for Program

Financial support for many of the BLS education programs comes from a variety of sources. These may include but not be limited to the local jurisdiction, volunteer organization, OEMS or a combination of the above. Within the application, the BLS education program shall:

- F-1. Describe the sources of financial support required to conduct the BLS education program. If a new program, the last year's budget is not applicable)
- F-2. Attach a copy of the BLS education program budget for the last and next fiscal years.

G. Instructional Facilities

Each program shall maintain facilities adequate for presentation of didactic, skill instruction and practice sessions. Medical sharps and drugs shall be stored in a secured area. A secured record storage area must be used for student and program files. The application shall:

- G-1. Indicate the maximum number of students that can be accepted into the program. If there is a minimum number of students required to conduct the program, that number shall also be included in this section.
- G-2. Describe the classrooms to include location, student capacity, labs, instructional materials, and BLS education equipment utilized in the program. Describe how the skills laboratory is utilized in the curriculum.

H. Students

Students' success in the BLS education programs is dependent upon many factors some of which are not under the students' control. Each student deserves a fair opportunity to succeed.

- H-1. If utilized, describe established criteria and student selection;
- H-2. Attach a copy of any information packet provided to students accepted into the BLS education program;
- H-3. Describe any resources available to assist students with problems encountered during the BLS education program. These problems may be related to educational difficulties, skill performance problems, or behavioral problems. If

resources are unavailable, explain how these problems are managed;

- H-4. Describe all measures used to promote student progress and success such as tutoring capabilities, remedial training, self study computer programs, and organized study groups as examples;
- H-5. Describe evaluation tools used to determine student success or failure during program. Describe methods used to develop these evaluation tools. Are students evaluated using written exams, practical skills demonstrations, role playing scenario tests, or a combination of the above. Indicate if the written and skill exams are objective based. If not, indicate how student success is measured;
- H-6. Indicate how feedback is provided to the student, if it is in writing and if action plans for improvement are developed with student and program director/coordinator participation;
- H-7. Describe or attach policies and procedures, which define conditions and the process used for dismissal of students from the program;
- H-8. Describe the appeal process students may use to request a review of evaluations or disciplinary actions;
- H-9. Describe how the student records are maintained which ensures their confidentiality.
- H-10. Describe how students are identified in the field internship areas.
- H-11. Describe ADA policies as they relate to the program.

I. Program evaluation

Each program, (in an effort to continuously improve the quality of the BLS education delivered,) shall have a written policy and procedure for evaluation of the BLS education program. Evaluation shall be done annually and provide written objective evidence that the program is meeting its objectives and the changing needs of EMS care. (Input should be gathered from students as well as faculty members.)

- I-1. Attach copies of program evaluation tools used by both student and faculty members to provide feedback about the program.
- I-2. Include a report analyzing the evaluation results data on the effectiveness of:
 - a. Program;
 - b. Resources;
 - c. Responsiveness to recommendations to change;
 - d. Faculty; and
 - e. Students ability to function as entry-level providers upon successful completion of the BLS course
- I-3. Describe methods developed to improve weak areas identified and indicate if changes initiated.

J. Satellite BLS education programs provisions

There may be instances where BLS education programs are conducted by approved programs but at a different location and/or for another agency/institution.

- J-1. Parent BLS education program must have received full accreditation for the five (5) year period.
- J-2. The satellite BLS education program must operate under the parent program's approval.
- J-3. The BLS education program shall be conducted in the same fashion as the parent program.
- J-4. Faculty of the satellite BLS education program must have their credentials on file with the parent BLS education program. Faculty members must meet the same education, experience and preparation requirements.
- J-5. Classroom and lab facilities utilized for didactic and clinical instruction shall be similar to parent program facilities.

IV. Site Visit

A visit to the BLS education program site shall be conducted, at a mutually convenient time, to give the approval program personnel a better perspective on the BLS education conducted by the program. Questions which may arise during the review of the Self Assessment Document may be answered and the site team may gain a better insight of the overall program. The site visit team will be composed of:

- 1) BLS faculty or program coordinator,
- 2) A OEMS representative, and
- 3) Others as necessary.

A. The time frame for site visit shall be planned for a one (1) day visit. During the site visit, the didactic and field BLS educational sites may be visited and evaluated. The didactic and field preceptors and students may be interviewed.

- A-1. A suggested schedule for activities during the site visit has been developed. If there are valid reasons why the schedule should be changed at the request of the BLS education program or the site visit team, this must be arranged prior to the arrival of the site visit team.
- A-2. Schedule of site visit. This is a very ambitious schedule and the cooperation of the BLS education program and it's personnel is essential if the activities are to be completed within the one (1) day time frame. The schedule for the site visit may be determined by the Self Assessment Document.

Suggested schedule may include:

8:00 am

Meet with Program Director/Course Coordinator and Administrative Staff

- The site visit team members will briefly review the approval process, implication of status assigned, and function of site visit.
- It may be necessary to get additional information on educational philosophies, operational procedures, curriculum content and sequence delivery of the BLS education program

9:00 am

Meet with Medical Director

- The site visit team may need to clarify or assess the level of medical involvement and accountability in all phases of BLS education program.

10:00 am

Meet with Instructors Responsible for Didactic Instruction

- The site visit team may need to obtain additional or clarify information on course content, teaching strategies utilized, and testing mechanisms. At this time an exchange of ideas between site visit team and faculty may occur to introduce new ideas/techniques for possible use in improving the program delivery

11:00 am

Meet with Students Currently in BLS Education Program

- The site visit team will meet with a representative group of students to assess student reactions to BLS education program, the students perception of their responsibilities as a paramedic student and how their role changes once they complete the certification process

12:00 - 1:30 pm

Working Lunch

- The site visit team shall review the BLS education program records student files and records, course records, testing records. They shall also review the written and practical evaluation tools used to determine students success or failure in the program.
- A review of how the program maintains all it's academic records will Also be done.

1:30 - 3:30 pm

Visit to Field Internship Sites, Interview Field Training Coaches

- Members of the site visit team will want to assess the general quality of the clinical teaching environment, and general resources available in the field internship sites. They will also want to interview some of the faculty providing the supervised practice of students.

4:00 - 4:30 pm

Final Meeting with Program Director/Course Coordinator

- The members of the site visit team will again meet with the program director/course coordinator to answer any final questions the site visit team may have regarding the program or it's administration.
- Collect Site Visit Evaluation Form from program representative

4:30 - 5:30 pm

Site Visit Team Meeting

- The members of the site visit team will meet to complete their site visit reports and to come to consensus on the recommendation regarding the accreditation status to be recommended to OEMS and the Governor's EMS Advisory Board. The BLS education program is requested to provide a secure meeting place for the team to meet.

V. Composition of Site Visit Team

The Site Visit Team shall be composed of persons with demonstrated expertise in the areas of BLS education, program administration, and Medical Direction. After a careful review of the Self Assessment Documentation and other information submitted by the program, they shall visit the program to clarify any questions and see the resources utilized by the program.

A. The Site Visit Team shall consist of three (3) members. The OEMS representative shall serve as team leader organizing the site visit and creating the final recommendation report for submission to the Governor's EMS Advisory Board through the Professional Development and Medical Direction committees. The other site visit team members will consist of one each of the following:

1. A system medical director or a BLS education program medical director;
2. BLS faculty or program coordinator or BLS faculty member;
3. Others as necessary

B. Criteria for site team

Site visit team members must have a working knowledge of BLS education.

B-1. The Medical Director may be the State, Regional or a Program Medical. The Medical Director for the BLS educational Program may not serve as a member of the site visit team for a program under his/her supervision. (The Medical Director must have at least 3 years experience as a Medical Director)

B-2. The BLS program coordinator or faculty member must have a minimum of 2 years experience or equivalent education.

B-3. The OEMS designated representative must have a minimum of 2 years experience in EMS education/program administration or the equivalent educational preparation.

C. Selection Process for Site Visit Team Members

Site Visit Team members shall be selected from a qualified group of BLS Program Coordinators or faculty members and Medical Directors. Individuals meeting the minimum requirements interested in serving on the site visit team shall notify OEMS in writing of their interest.

C-1. Site Visit Team members will be selected by OEMS and subject to their availability from their primary program commitments. Team members shall indicate any potential conflicts with serving on the site visit team to OEMS representative when initially requested to serve.

C-2. If an applicant can demonstrate in writing a reasonable basis for concern, OEMS shall consider allegations that conflicts of interest exist between a site reviewer and an applicant.

D. Length of visit at BLS education program

The site visit team plan to spend one (1) day evaluating the program but this may be extended, if necessary, in order to adequately evaluate program resources. This would occur only in unusual circumstances and upon mutual agreement between the host program coordinator and team leader.

E. Personnel interviews to be conducted during site visit

Program Director/Course Coordinators shall arrange for interviews with the following program personnel during the site team visit:

1. Program Coordinator
2. Medical Director
3. Current students
4. Field Training Coaches
5. Instructors
6. Others as requested by the review team

F. Review of BLS Education Program Files

Program Directors/Course Coordinators shall arrange for site visit team to review the following program files:

1. Instructor files
2. Student BLS education records
3. Counseling procedures and records
4. Testing procedures utilized
5. Methods of test development
6. Validation procedures used for tests/questions
7. All written and practical exams
8. Test security procedures
9. Attendance records and requirements
10. Clinical Experience Agreements/Contracts

G. BLS Education Program Facilities

Site visit team shall be permitted to see and examine the following program facilities:

1. Classrooms used for presentation of didactic material
2. Equipment available for skills BLS education and practice
3. Laboratory availability for skills development

H. Confidentiality of information gathered during site visit and included in report.

All information collected by persons involved in the approval process shall be maintained with highest confidentiality. All printed materials such as the application, self-assessment document and site visit report will be read only by the site visit team, Approval Program processing staff, Governor's EMS Advisory Board members if necessary, and other authorized persons.

I. Site visit report

During the site visit each team member shall complete a report of his or her findings. These reports shall be completed at the end of the site visit and submitted to the OEMS representative. A consensus Site Review Team Report will be developed with a recommendation in regard to Approval status and submitted to OEMS. A copy of the Site Visit Report Form is attached. See Attachment D

The program director/course coordinator of program being evaluated shall complete an Evaluation of the Site Visit. This shall be submitted to the Site Visit Team leader at the completion of the visit. A copy of the Evaluation Form is attached. See Attachment E

I-1. Completion Time Frame

I-2. The final written report of the site team visit will be completed within 30 days of the site visit and submitted to OEMS for approval.

I-3. Submission to the Professional Development and Medical Direction committees at their next regularly scheduled meeting with Recommendation of Approval Status

I-4. The program Application for Approval and Report of Site Team Visit with recommendation for status assignment shall be submitted through the Professional Development and Medical Direction committees to the Governor's EMS Advisory Board for action at the next meeting following the submission of the report

I-5. Report to BLS Education Program On Approval Status

I-6. The BLS education program will be officially notified in writing of the Governor's EMS Advisory Board's decision regarding Approval Status assignment within two (2) weeks of the decision

VI. Categories of Approval

A BLS education program shall be assigned one (1) of the three (3) categories of approval status by OEMS following the application review, site team visit and review of site team visit report.

6-A. Approval 5 -year period

1. This status is assigned when the Application Form for BLS Competency-based Education Program Approval has been submitted and site visit report substantiates that the program meets criteria. An annual written report of BLS educational activities and progress shall be submitted to the Office of Emergency Medical Services Division of Educational Development. CAAHEP accredited programs shall also submit an annual report and updated CAAHEP status (if applicable).

6-B. Provisional Approval - 1-year period

1. This status is assigned when the Application Form for BLS Competency-based Education Program Approval and the site visit report substantiate limitations in meeting criteria which can be resolved within the definite time frame of one (1) year.
 - a. The applicant is required to submit a written progress report addressing these limitations to the BLS Education Approval Program Office at the OEMS semiannually.
 - b. A second site visit may be required to verify that all limitations are resolved. If a second site visit is required, a revised Self Assessment Study report addressing all criteria including changes made since initial site visit shall be required prior to conducting the visit.
 - c. At the end of the one (1) year provisional accreditation period the Governor's EMS Advisory Board may confer accreditation for the remainder of the five (5) year period if the applicant has satisfied all requirements or deny or revoke approval

6-C. Denial or Revocation of Approval

1. This status is assigned when the Application Form for BLS Competency-based Education Program Approval and the site visit report substantiates that the program/organization is not in compliance with the criteria set forth in 12 VAC 5-31 and the Training Programs Administration Manual. The program shall be notified by mail of the EMS Board's decision.

6-D. The Office of Emergency Medical Services reserves the right to visit BLS education programs at any time during the five (5) year approval period to ensure compliance with the standards for approval.

VII. Appeal Policies and Procedures

A. Appeal Procedure

- A-1. An applicant program may contest an adverse decision by the Governor's EMS Advisory Board with regard to the approval status assigned. A written notice of appeal must be directed to the Governor's EMS Executive Committee and submitted to the Office of Emergency Medical Services Division of Educational Development within fifteen (15) days after receipt of written notification of the Governor's EMS Advisory Board's decision. The request must include reasons and documentation why the original decision should be revisited. The written appeal must state if the applicant is requesting to present the documentation orally before the Governor's EMS Advisory Board. If the written appeal request is not submitted within the specified time frame of fifteen (15) days, the Governor's EMS Advisory Boards decision stands as final.
- A-2. A person who files an appeal will be granted a hearing before the Executive Committee of the Governor's EMS Advisory Board or, if the Board so elects and notifies the appellant, they may be directed to the Virginia's Administrative Process Act.

B. Decisions on Appeal

The Governor's EMS Advisory Board may reconsider it's original decision whether or not an oral argument is presented. If the Governor's EMS Advisory Boards upholds it's original decision, the applicant may seek judicial review under Virginia's Administrative Process Act .

VIII. Publication of Governor's EMS Advisory Board Decisions on Approval

Programs completing the approval process and status assigned by the Governor's EMS Advisory Board shall be listed in the minutes of the Governor's EMS Advisory Board Meeting and available on the OEMS website.

IX. Site Visit Report

The site visit team will evaluate and report on the following areas of the program during the visit:

- Sponsorship
- Resources
- Curricula
- Medical Direction
- Instructors
- Financial Support
- Facilities
- Students
- Record and Reports
- Clinical Resources
- Field Internship
- Evaluation

X. Annual report

A. Each accredited BLS education program must submit to the Division of Educational Development at the OEMS a report of BLS educational activities conducted during the past year. The report shall be submitted by the end of the academic year, July 30th of each year.

A-1. Contents of Annual Report

Forms shall be distributed by the OEMS. The report shall consist of major changes in program that occurred during past year. This includes changes in personnel, clinical or physical resources.

A statistical breakdown of the students involved in the program should include: numbers of students accepted into BLS education program, dropped and reason dropped, failed, completed course, successfully completed State exam, failed, areas of failure, retest results, and types of remediation provided.

XI. Requirements for Maintaining Approval

All agencies/institutions conducting BLS education programs in Virginia are required to comply with the Office of Emergency Medical Services standards, guidelines, and policies in order to maintain approval status including the:

- A. Adherence to all BLS Program Standards as approved by the Office of Emergency Medical Services.
- B. Advising OEMS within fifteen (15) days, of any changes in personnel directly responsible for the administration/coordination of the program such as the Medical Director or Program Coordinator.
- C. Advising OEMS within fifteen (15) days, of any organizational or programmatic changes which adversely affect the approved programs ability to meet the established criteria.
- D. Maintenance of an ongoing quality improvement process.
- E. Conducting a minimum of one (1) BLS competency-based education program every two (2) years.
- F. Maintenance of the integrity of the curricula, resources, facilities, finances, equipment and evaluation requirements.
- G. Submission of required annual reports about the BLS Competency-based Education Approved Program to the OEMS by the program director on forms provided by the OEMS. Attachment F.